

BOARD OF COUNTY COMMISSIONERS

AGENDA ITEM SUMMARY

Meeting Date: May 19, 20, 2004

Division: Monroe County

Bulk Item: YES XXX NO

Department: Fixed Asset Surplus

AGENDA ITEM WORDING: Approval to remove surplus equipment from inventory for disposal and/or salvage.

ITEM BACKGROUND: See attached schedule

PREVIOUS RELEVANT BOCC ACTION: N/A

CONTRACT/AGREEMENT CHANGES: N/A

STAFF RECOMMENDATION:

TOTAL COST: N/A **BUDGETED:** Yes No

COST TO COUNTY: N/A **SOURCE OF FUNDS:** N/A

REVENUE PRODUCING: Yes No **AMOUNT PER MTH** **YEAR**

APPROVED BY: County Atty OMB/Purchasing Risk Management

Prepared by: Divina D. Speer
Print Name: Divina D. Speer, Deputy Clerk

DIVISION DIRECTOR APPROVAL: Lisa Albury
Print Name: LISA ALBURY, Assistant Finance Director

DOCUMENTATION: Included YES To Follow Not Required

DISPOSITION: Agenda Item # D2

Board of County Commissioner
May 19, 20, 2004

SCHEDULE OF SURPLUS ITEMS		ITEM BACKGROUND	AMOUNT		BOCC ACTION
County ID #	Description		Original	Estimated	need approval to-
			Value	Present Value	
1 1102-148	Computer	beyond economical repair	\$1,314.00	\$0.00	remove from inventory and dispose
2 14130308	Think Pad	beyond economical repair	\$3,921.25	\$0.00	remove from inventory and dispose
3 14130802	Think Pad	beyond economical repair	\$3,921.25	\$0.00	remove from inventory and dispose
4 14130803	Think Pad	beyond economical repair	\$3,921.25	\$0.00	remove from inventory and dispose
5 14130804	Think Pad	beyond economical repair	\$3,921.25	\$0.00	remove from inventory and dispose
6 1430-212	Saw	beyond economical repair	\$1,000.00	\$0.00	remove from inventory and dispose
7 0970-198	Printer	beyond economical repair	\$1,285.99	\$0.00	remove from inventory and dispose
8 3000-147	Laptop Computer	beyond economical repair	\$2,600.00	\$0.00	remove from inventory and dispose
9 3000-162	Computer	beyond economical repair	\$2,647.00	\$0.00	remove from inventory and dispose
10 3000-173	Computer	beyond economical repair	\$2,243.00	\$0.00	remove from inventory and dispose
11 3000-177	Computer	beyond economical repair	\$2,074.00	\$0.00	remove from inventory and dispose
12 3000-182	Computer	beyond economical repair	\$981.00	\$0.00	remove from inventory and dispose
13 3300-141	JVC Video Camera	beyond economical repair	\$799.00	\$0.00	remove from inventory and dispose
14 1412-009	Syntor Radio	beyond economical repair	\$5,241.00	\$0.00	remove from inventory and dispose
15 0903-783	Carpet Cleaner	beyond economical repair	\$2,136.00	\$0.00	remove from inventory and dispose
16 0903-537	Sony Tape/Rec/Mic	beyond economical repair	\$2,866.00	\$0.00	remove from inventory and dispose

MONROE COUNTY INVENTORY DELETION REQUEST

TO: DIVINA D. SPEER STOP #8

FROM: MCTDC

PROPERTY CLERK, FINANCE DEPT.

J. Brohaugh

DATE: 4/15/04

M.C. I.D. NUMBER	SERIAL NUMBER	ASSET DESCRIPTION	DATE PURCHASED	ORIGINAL & EST. PRESENT VALUE
1102-148	P5MMX200	Dell Computer	5/15/98	1314. ⁰⁰ / 0

CHECK ONE (1) APPROPRIATE LINE BELOW:

☐ APPROVAL TO ADVERTISE FOR BIDS.
☒ APPROVAL TO REMOVE FROM INVENTORY AND DISPOSE OF IT.
☐ APPROVAL TO REMOVE FROM INVENTORY AND TRANSFER TO: _____

REASON FOR REQUEST:

Old, mal functioning equip. / LKCOG

PREPARED BY: *Jean C. Brohaugh*
 PRINT NAME: Jean C. Brohaugh

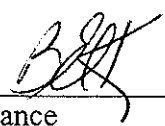
DATE: 4/15/04

DIVISION DIRECTOR APPROVAL: _____

PRINT NAME: _____

**MONROE COUNTY
INVENTORY DELETION REQUEST**

TO: Divina D. Speer – Stop #8
Property Clerk, Finance Dept.

FROM: Betsy Elkoury 
Key Largo Ambulance

DATE: _____

M.C. I.D. Number	Serial Number	Asset Description	Date Purchased	Original & Est. Present Value
14130801	97-A6ZG9	Think Pad	6/21/95	\$3,921.25/\$0
14130802	97-A6ZGD	Think Pad	6/21/95	\$3,921.25/\$0
14130803	97-A6ZN0	Think Pad	6/21/95	\$3,921.25/\$0
14130804	97-A6ZDZ	Think Pad	6/21/95	\$3,921.25/\$0

CHECK ONE (1) APPROPRIATE LINE BELOW:

XXXXX APPROVAL TO ADVERTISE FOR BIDS.

 APPROVAL TO REMOVE FROM INVENTORY AND DISPOSE OF IT.

 APPROVAL TO REMOVE FROM INVENTORY AND TRANSFER TO: _____

REASON FOR REQUEST:

Old – Obsolete – No longer in use

PREPARED BY: _____ **DATE:** _____
 PRINT NAME

DIVISION DIRECTOR APPROVAL: 
 PRINT NAME CLARK MARTIN

**MONROE COUNTY
INVENTORY DELETION REQUEST**

TO: Divina D. Speer – Stop #8
Property Clerk, Finance Dept.

FROM: Peter Lubert
Emergency Medical Services

DATE: _____

M.C. I.D. Number	Serial Number	Asset Description	Date Purchased	Original & Est. Present Value
1430-212	3030331	Saw	4/22/94	\$1,000.00/\$0

CHECK ONE (1) APPROPRIATE LINE BELOW:

RECEIVED APR 13 2004

XXXXXX APPROVAL TO ADVERTISE FOR BIDS.

 APPROVAL TO REMOVE FROM INVENTORY AND DISPOSE OF IT.

 APPROVAL TO REMOVE FROM INVENTORY AND TRANSFER TO: _____

REASON FOR REQUEST:

Broken - Old - Obsolete

PREPARED BY: Peter Lubert DATE: 4/6/04
 PRINT NAME

DIVISION DIRECTOR APPROVAL: Clark O. Martin
 PRINT NAME CLARK MARTIN

MONROE COUNTY

"COMPUTER RELATED EQUIPMENT"

INVENTORY DELETION REQUEST

TO: Divina Speer _____

FROM: JUDY FIELDS

PROPERTY CLERK, FINANCE DEPT.

ENGINEERING DEPARTMENT

DATE: March 30, 2004 _____

M.C. I.D. NUMBER	SERIAL NUMBER	ASSET DESCRIPTION	DATE PURCHASED	ORIGINAL & EST. PRESENT VALUE
0970-198	SUSHC100850	Printer	9/6/96	\$1,285.99/\$0
3000-147	U4091213	Laptop Computer	8/31/94	\$2,600.00/\$0
3000-162	4P92L	Computer	7/5/95	\$2,647.00/\$0
3000-173	F7SKJ	Computer	6/24/98	\$2,243.00/\$0
3000-177	UD7KS	Computer	3/3/99	\$2,074.00/\$0
3000-184	9QR3W	Computer	12-3-99	\$981.00/\$0

CHECK ONE (1) APPROPRIATE LINE BELOW:

 APPROVAL TO ADVERTISE FOR BIDS.

 X APPROVAL TO REMOVE FROM INVENTORY AND DISPOSE OF IT.

 APPROVAL TO REMOVE FROM INVENTORY AND TRANSFER TO: Technical Services

REASON FOR REQUEST:

Mostly Broken - Old - Obsolete - No longer in use

APPROVED BY: _____

DATE: 4-1-04

DIVISION DIRECTOR APPROVAL: _____

PRINT NAME: DENT PIERCE

4/2/04

TECHNICAL SERVICES APPROVAL: _____

Shirley A Baker 4-12-04

MONROE COUNTY INVENTORY DELETION REQUEST

TO: Divina D. Speer – Stop #8
Property Clerk, Finance Dept.

FROM: PRISCILLA LONDON
SAFETY ADMINISTRATOR

DATE: 4/8/04

M.C. I.D. Number	Serial Number	Asset Description	Date Purchased	Original & Est. Present Value
3300-141	122 08540385	JVC Video Camera	11/8/00	\$799.00/\$0

RECEIVED APR 10 2004

CHECK ONE (1) APPROPRIATE LINE BELOW:

☐ APPROVAL TO ADVERTISE FOR BIDS.
☒ APPROVAL TO REMOVE FROM INVENTORY AND DISPOSE OF IT.
☐ APPROVAL TO REMOVE FROM INVENTORY AND DONATE TO: _____

REASON FOR REQUEST:

BROKEN

APPROVED BY: Priscilla London
PRINT NAME PRISCILLA LONDON

DATE: 4/8/04

DIVISION DIRECTOR APPROVAL:

Sheila A Barker
PRINT NAME SHEILA BARKER

*Electronic Clinic said
it was unrepairable*
JP

RECEIVED MAY 03 2004

MONROE COUNTY INVENTORY DELETION REQUEST

TO: Divina D. Speer – Stop #8
Property Clerk, Finance Dept.

FROM: Peter Lubert
Emergency Medical Services

DATE: _____

M.C. I.D. Number	Serial Number	Asset Description	Date Purchased	Original & Est. Present Value
1412-009	246HNU0358	Syntor Radio	10/1/88	\$5,241.00/\$0

CHECK ONE (1) APPROPRIATE LINE BELOW:

☐ APPROVAL TO ADVERTISE FOR BIDS.
☒ APPROVAL TO REMOVE FROM INVENTORY AND DISPOSE OF IT.
☐ APPROVAL TO REMOVE FROM INVENTORY AND TRANSFER TO: _____

REASON FOR REQUEST:

Old – Obsolete – Beyond economical repair

PREPARED BY: Peter Lubert
PRINT NAME

DATE: 4/26/04

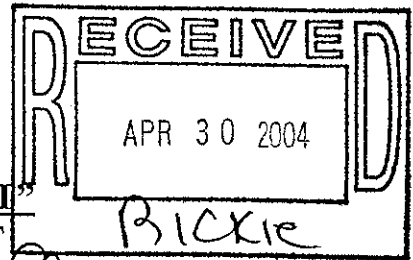
DIVISION DIRECTOR APPROVAL:

PRINT NAME

Clark Martin
CLARK MARTIN

RECEIVED MAY 03 2004

MONROE COUNTY
"COMPUTER RELATED EQUIPMENT"
INVENTORY DELETION REQUEST



TO: Divina D. Speer - Stop #8
Property Clerk, Finance Dept.

FROM:

Joseph J. Sallemi

DATE:

04/26/04

M.C. I.D. Number	Serial Number	Asset Description	Date Purchased	Original & Est. Present Value
0903-783	98168AKA02027	20" CARPET CLEANER	9.30.96	\$2,136.10
0903-537	0501816	SONY TAPE REC. ^{W/4} HIRES	9.21.89	\$2866.75

CHECK ONE (1) APPROPRIATE LINE BELOW:

- ☒ APPROVAL TO ADVERTISE FOR BIDS.
☐ APPROVAL TO REMOVE FROM INVENTORY AND DISPOSE OF IT.
☐ APPROVAL TO REMOVE FROM INVENTORY AND DONATE TO: _____

REASON FOR REQUEST:

0903-783 - TOO COSTLY TO REPAIR / 0903-537, NO LONGER IN USE. 0903-537 NO LONGER IN USE.

PREPARED BY:

ROBALDO DOMINIQUEZ

DATE:

4.09.04

DIVISION DIRECTOR APPROVAL:

PRINT NAME:

Chris P... *5/3/04*

TECHNICAL SERVICES APPROVAL:

PRINT NAME:

NA